

## FermiWorks

### Change Business Title

1. Enter **Change Business Title** in the Search Box.
2. **Worker** field enter the employees names.
3. Click **OK>**.
4. **Effective Date:** enter the date in which the title change will be in effect.
  - a. Monthly – Beginning of the month
  - b. Weekly – Next pay period
5. Under **Proposed** in the **Business Title** field type the new title.
6. Click **Submit**.